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|-----------------------------------|---------------------|
| TRAINING AND EMPLOYMENT<br>NOTICE | NO. 26-12           |
|                                   | DATE March 18, 2013 |

TO: STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS  
AMERICAN JOB CENTERS

FROM: JANE OATES /s/  
Assistant Secretary

SUBJECT: Release and Availability of the Employment and Training Administration's (ETA)  
*What's My Next Move?* Guide on CareerOneStop

**1. Purpose.** To announce the release and availability of the *What's My Next Move?* a guide to exploring careers online using electronic tools from the U.S. Department of Labor. *What's My Next Move?* was developed to support high school students in developing their education and career plans.

**2. Background.** The Department of Labor provides a range of online electronic tools to assist individuals in exploring careers and preparing for and finding employment. For students and other young people not yet familiar with the world of work, it can be challenging to navigate the wealth of information that is available. This guide was developed as an introductory resource to better connect young people to online career exploration resources in CareerOneStop (COS) ([www.careeronestop.org](http://www.careeronestop.org)), and the O\*NET site My Next Move ([www.mynextmove.org](http://www.mynextmove.org)), and encourages students to think about and make decisions about their future and to engage with career counselors, workforce professionals, teachers, parents/guardians and others. These online tools are already available to students, counselors and the public at large. The *What's My Next Move?* guide brings together several elements of these tools and guides students, career advisors, parents and others through the use of these online tools. Local workforce investment boards and American Job Centers can also use the *What's My Next Move?* guide to engage with schools and young people in their service area. The guide was developed with input from career counselors and students and is written to be accessible to the general public.

**3. Publication Description.** The guide will start students down the path of exploring their career options. It does so through a seven-step process beginning with a self-assessment of their career interests which they complete online. The student next moves through a series of steps that further refines career choices, including identifying specific occupations and people working in those occupations who they may want to contact about setting up an informational interview and/or a job shadowing experience. The succeeding steps help identify the education and skills the student will need to acquire to qualify for a job in these occupations. Students also are provided with suggested resources to contact, such as professional associations and other organizations that may offer scholarships and other financial assistance for pursuing a career in a certain field. They are also directed to Career One Stop and O\*NET for guidance

on writing a resume that will stand out as they acquire more experience and skills in their chosen field. The end result of using this guide will be a comprehensive career plan that can be shared with high school guidance counselors, parents, teachers, and workforce professionals at American Job Centers.

- 4. Action Requested.** Recipients are encouraged to share the guide with staff and partners of the workforce investment system.
- 5. Inquiries.** For additional information about *What's My Next Move?* and ETA's online career tools, please contact the appropriate Regional Office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 am – 4:30 pm (Central Time) Monday-Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to [info@careeronestop.org](mailto:info@careeronestop.org).
- 6. Attachment.** The *What's My Next Move?* guide appears on the succeeding pages and is also available for download at this link: <http://www.careeronestop.org/whats-my-next-move.aspx>.

# WHAT'S MY NEXT MOVE?

A guide to exploring careers using online documents from the U.S. Department of Labor



**What are my career interests?**



**Which careers do I want to explore?**



**What are my career goals?**



**Who's doing what I want to do?**



**What are my plans to achieve my career goals?**



**How do I start my career?**



**How do I put my plan into action?**

What's My Next Move? is a career planning document designed to assist high school students in managing their education and career plans. This document guides students along the career planning process from self-assessment, career/occupation exploration, to job searching and interviewing. The major benefit of this document is that it will allow students to engage career counselors, teachers, parents and others as they identify and gather information from multiple sources into one comprehensive plan.

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**americanjobcenter**  
network



## STEP 1: What are your career interests?

Take the O\*NET Interest Profiler online: <http://www.mynextmove.org/explore/ip>

Write down your interest scores:

Realistic \_\_\_\_\_  
Investigative \_\_\_\_\_  
Artistic \_\_\_\_\_  
Social \_\_\_\_\_  
Enterprising \_\_\_\_\_  
Conventional \_\_\_\_\_

**Action Item(s):** Before moving on to Step 2, do the following:

(✓) Complete?

- ☐ Go to page **10** and print the Career Planning Document
- ☐ Write down your interest scores above AND in the Career Planning Document
- ☐ Read about Job Zones below.

MY NEXT MOVE

o-net  
in-it



HOME



SEARCH



INDUSTRIES



INTERESTS

**O\*NET Interest Profiler**

**Interests  
+ Job Zones  
Careers**

To focus your search, think about the following question:

*How much education, training, and experience do I need to do the job?*

Each O\*NET career is in one of five **Job Zones**, which group careers that need the same level of **experience, education, and training**.

Different careers need different amounts of preparation. You will be asked to pick a Job Zone. Using your Job Zone and your interests, the Interest Profiler will help you identify and explore careers that might be right for you.

Back

Start

Interests

Results

**Job Zones**

Careers

Next

### WHAT'S MY NEXT MOVE?

EMPLOYMENT AND TRAINING ADMINISTRATION  
UNITED STATES DEPARTMENT OF LABOR



## STEP 2: Which careers do I want to explore?

Some careers take longer to prepare for than others. On **MyNextMove** website, each O\*NET career is in one of five Job Zones.

Careers in Job Zones 1 and 2 typically require a high school education. You may also want to consider careers in Job Zone 3 and above that require training after high school.

Have you thought about how much education or training you want to take to prepare for your career? Consider all of the options:

- Registered apprenticeship
- Community college
- Four-year college
- Technical training, Job Corps.

You can print out a list that explains the five Job Zones here:

<http://www.mynextmove.org/explore/jobzones>.

**Remember:** The more education and training you have (for example: industry certifications, associate's degree) the more money you are likely to earn over your lifetime.

Here's an example based on Interest Profiler results in Step 1 for Job Zone 3 (medium preparation [e.g. associate's degree])

Of the occupations matching your interests, which ones do you want to learn more about? Here are some examples:

| Job Zone | Occupation                      | Occupation               |
|----------|---------------------------------|--------------------------|
| 3        | Occupational Therapy Assistants | Critical Care Nurses     |
| 4        | Elementary School Teacher       | Rehabilitation Counselor |

**Action Item(s):** Before moving on to Step 3, do the following:

(✓) Complete?

- ☐ Write down the occupations that match your interests in the Career Planning Document under step 2.
- ☐ For each of the career choices that you want to explore further, print out the one-page occupation profile from **MyNextMove** and attach it to your Career Planning Document.

### WHAT'S MY NEXT MOVE?



## STEP 3: What are my career goals?

To learn more about a specific career, view the occupational report in **MyNextMove** and look it up in the Occupational Outlook Handbook: [www.bls.gov/ooh](http://www.bls.gov/ooh) to read about the nature of the work and additional information on training, advancement, earnings, and prospects for the future.

You will see information that looks like this:

Excerpt from occupational report (**MyNextMove**) for Occupational Therapy Assistants:

**EDUCATION**

associate's degree usually needed

Get started on your career:

[Find Training](#)

**JOB OUTLOOK**

**Bright** New job opportunities are very likely in the future.

**SALARY:**  
**\$52,040**  
per year, on average

[Local Salary Info](#)

[Find Jobs](#)

**EXPLORE MORE**

- [Child, Family, & School Social Workers](#)
- [Educational Guidance, School, & Vocational Counselors](#)
- [Health Educators](#)
- [Physical Therapists](#)
- [Probation Officers & Correctional Treatment Specialists](#)

You might like a career in one of these industries:

- [Health & Counseling](#)

[See more details at O\\*NET OnLine about](#)

Click here for Local Projected Openings/Local Salary Information

Click here to go to O\*NET OnLine

| Occupation                     | Average Pay  | Education/Training Required | General Occupational Outlook | Local Projected Openings |
|--------------------------------|--|-----------------------------|------------------------------|--------------------------|
| Occupational Therapy Assistant | \$60,600 (Ex. Maryland)<br>\$52,040 (National Average) | Assoc. Degree               | Bright Outlook               | +30% by 2018             |

**Action Item(s):** Before moving on to Step 4, do the following:

(✓) Complete?

- ☐ Write down occupation research in the Career Planning Document (see example above)
- ☐ In the Outlook Section of the **MyNextMove** occupation profile, click on “Find Jobs” to see if there are any jobs posted right now.
- ☐ For outlook info in your state, go to the bottom of the page of the **MyNextMove** occupational profile – click on the link for O\*Net Online.
- ☐ On the O\*NET online screen – click on the link at the top labeled “Wages and Employment”, or just scroll down to the bottom of the page to the “Wages and Employment” section.
- ☐ Under the heading “State and National” – you can select your state and then click “Go” to find if that occupation is growing and how many job openings are estimated each year. Use this information to fill in the last column “Projected Openings” (see example above).

### WHAT'S MY NEXT MOVE?





## STEP 4: Who's doing what I want to do?

Find out what it is really like to work in the occupation or field you like. Think about asking friends, parents, friends of parents, teachers, school counselors, church leaders, librarians and others in your community.

Contact professional associations related to your field of interest – they are a great place to start networking and asking important questions related to your career of interest. Professional associations and societies often operate websites featuring job openings, resume banks or other employment-related services (these can include job agents, banner advertising and discussion forums for networking).

For more information on Professional Associations for your career of interest – visit the following link:  
[www.careeronestop.org/ProfAssoc](http://www.careeronestop.org/ProfAssoc)

| Occupation                     | Person to observe: Name, Title, Contact Information | Informational Interview/ Job Shadowing Scheduled or Conducted? (Yes or No) | Rate the results:<br>1 – not interested<br>2 – need more information<br>3 – very interested |
|--------------------------------|---|--|---|
| Occupational Therapy Assistant | Mr. John Smith                                      | Yes  | 3   |

**Action Item(s):** Before moving on to Step 5, do the following:

(✓) Complete?

- ☐ Write down possible candidates for an informational interview in the Career Planning Document. If you don't have information available now, fill it in later.
- ☐ View sample informational interview questions on the following website:  
[www.careeronestop.org/InfoInterviews](http://www.careeronestop.org/InfoInterviews)
- ☐ If you are looking for informational interview candidates –use Employer Locator –  
[www.careeronestop.org/EmployerLocator](http://www.careeronestop.org/EmployerLocator)
- ☐ Watch career videos to gain information – [www.careeronestop.org/CareerVideos](http://www.careeronestop.org/CareerVideos)

### WHAT'S MY NEXT MOVE?



## STEP 5: What are my plans to achieve my career goals?

### Goal-Oriented Plan – Part 1 – Goals leading to Targeted Career Choice: (Example)

| Long Term Career Goal          | Objectives/Short term goals relevant to long term goal               | Actions Required                           | Constraints/ Challenges                               | Who can help? (Resources)  | Target Date & Review date |
|--------------------------------|--|--|---|--|---------------------------|
| Occupational Therapy Assistant | Conduct Informational Interview                                      | Identify Interviewee                       | No one I know is in the field of occupational therapy | 1. School Counselor<br>2. Association for Occupational Therapists<br>3. My doctor's office | May 15 2012               |
|                                | Talk to School Counselor about identifying informational interviewee | Schedule appointment with school counselor | None  | School Counselor   | May 7, 2012               |
|                                | Research Associations for Occupational Therapy Assistant             | Internet Research                          | Not sure where to start                               | School Librarian   | May 7, 2012               |

**Action Item(s):** Before moving on to Step 6, do the following:

(✓) Complete?

- ☐ Based on information gathered in the previous steps, write down some ideas for long term career goals and objectives (short term goals) in the Career Planning Document (see example above).
- ☐ Consider adding information about applying for financial aid/scholarships to your goal-oriented plan:  
Use CareerOneStop Scholarship Search: [www.careeronestop.org/ScholarshipSearch](http://www.careeronestop.org/ScholarshipSearch)  
And other financial aid resources: [www.careeronestop.org/FinancialAid](http://www.careeronestop.org/FinancialAid)
- ☐ Consider adding work experience to your goal-oriented plan: Internships/Cooperative Education Opportunities (earn college credits while gaining valuable experience and skills)
  - Summer jobs
  - Part-time work
  - Use Get Work Experience Link: [www.careeronestop.org/GetWorkExperience](http://www.careeronestop.org/GetWorkExperience)
- ☐ Consider adding **skills identification/enhancement** to your goal-oriented plan – what skills have you gained through your work experience related to your targeted career goal?  
Use **MyNextMove** website and the links at the bottom of the page to the O\*NET Online report for more details to describe skills from your past work or internship experiences and compare them to your targeted career goals.

### Goal Oriented Plan – Part 2 – Skills Identification/Enhancement: (Example)

| Skills Assessment/ Strengths | Goals to enhance strengths   | Key Actions to Build Strengths                        | Who can help/ resources needed?   | Target date & Review date | Include Example in Portfolio?  |
|------------------------------|--|---|---|---------------------------|--|
| Computer Skills              | Take classes in Microsoft Office products                          | Visit Office of Admissions at local community college | School counselor<br>Need Financial Aid – see financial aid counselor at Community College | May 12, 2012              | Not yet  |
| Customer Service Skills      | Keep building on customer service skills in different environments | Summer Job working with Parks & Recreation            | Summer Job supervisor   | August 31, 2012           | Yes – include certificates from training received on the job for customer service; include supervisor comments from my evaluation about my great customer service skills |

### WHAT'S MY NEXT MOVE?





## STEP 6: How do I start my career?

### I. Networking:

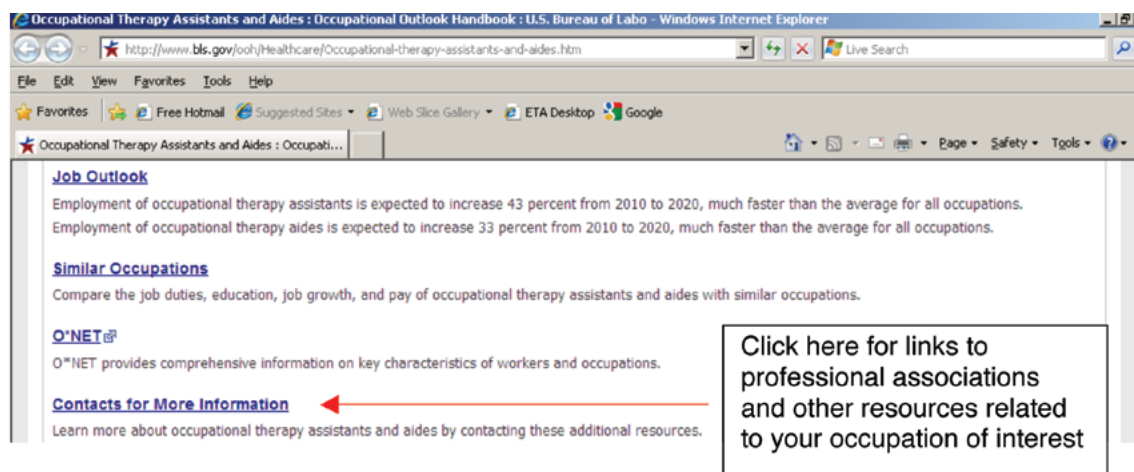
Use the **Student and Career Advisors** link at CareerOneStop.org:

<http://www.careeronestop.org/students> to discover information about networking, researching employers, professional associations, and links to more career information.

#### Action Item(s):

(✓) Complete?

- ☐ Add networking to your goal-oriented plan that you started in Step 5. Use the following link to generate ideas: [www.careeronestop.org/networking](http://www.careeronestop.org/networking)
- ☐ Research Employers – visit their websites/contact them to ask questions. Use the following link to generate ideas: [www.careeronestop.org/ResearchEmployers](http://www.careeronestop.org/ResearchEmployers)
- ☐ Contact Professional Associations: [www.careeronestop.org/ProfAssoc](http://www.careeronestop.org/ProfAssoc)
- ☐ Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh)) provides links to professional associations related to your occupation of interest:



### II. Job Searching:

Get help launching your job search – use the Job Search Checklist:

[www.careeronestop.org/Checklist](http://www.careeronestop.org/Checklist)

#### Action Item(s):

(✓) Complete?

- ☐ Add job searching to your goal-oriented plan: use the following link to generate ideas: [www.careeronestop.org/CreatePlan](http://www.careeronestop.org/CreatePlan)
- ☐ Contact Professional Associations for valuable information to use in your job search: [www.careeronestop.org/ProfAssoc](http://www.careeronestop.org/ProfAssoc) or use the Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh)) which also provides links to professional associations related to your occupation of interest:

### WHAT'S MY NEXT MOVE?



## STEP 6: How do I start my career? (continued)

**Job Outlook**  
Employment of occupational therapy assistants is expected to increase 43 percent from 2010 to 2020, much faster than the average for all occupations.  
Employment of occupational therapy aides is expected to increase 33 percent from 2010 to 2020, much faster than the average for all occupations.

**Similar Occupations**  
Compare the job duties, education, job growth, and pay of occupational therapy assistants and aides with similar occupations.

**O\*NET**  
O\*NET provides comprehensive information on key characteristics of workers and occupations.

**Contacts for More Information**  
Learn more about occupational therapy assistants and aides by contacting these additional resources.

Click here for links to professional associations and other resources related to your occupation of interest

### III. Marketing Your Skills:

Create your personal marketing material (Resume, Cover & Thank You Letters, Portfolios):  
(✓) Complete?

- ☐ Visit the Resumes and Interviews Link: [www.careeronestop.org/ResumesApps](http://www.careeronestop.org/ResumesApps)
- ☐ Use O\*NET Online to make sure your resume uses words that describe the kind of tasks you can do and the documents and technology you know how to use: <http://www.onetonline.org/>
- ☐ Consider improving your marketing materials (Resume, Cover & Thank You Letters). “Market Test” your resume with your informational interviewee, at job fairs or with others that you network with - get feedback on how to improve your resume.
- ☐ Consider adding Portfolio Development to your goal-oriented plan: A portfolio is a personalized collection of items that illustrates your skills and experience. It might include work samples, letters of recommendation, a resume, school transcripts, or awards and honors: [www.careeronestop.org/Portfolios](http://www.careeronestop.org/Portfolios)

### WHAT'S MY NEXT MOVE?



## STEP 7: How do I put my plan into action?

Do you want or need personal assistance in planning and achieving your career goals? Use America's Service Locator to find an American Job Center Network member closest to you: [www.servicelocator.org](http://www.servicelocator.org).

Share the information you've gathered using **What's My Next Move?** and the **Career Planning Document** (page 10) with the counselors you meet with at the American Job Center and ask for their advice and guidance in achieving the goals that you've identified.

You may also consider sharing your **Career Planning Document** with family members, school counselors, librarians, community organizations where you may volunteer, people you meet and network with (for example: your informational interviewee – see Step 4).

The **Career Planning Document** is a “living” document. As you gain information, skills and experience, continue to add and change information in this document. Over time, your career goals and plans will change. You also may want to pursue more education and training to reach your career goals. The **Career Planning Document** is great for organizing and capturing new goals and new information.

Good luck on your path to career success!



# Career Planning Document

## Interest Scores

| Realistic | Investigative | Artistic | Social | Enterprising | Conventional |
|-----------|---------------|----------|--------|--------------|--------------|
|           |               |          |        |              |              |

## Occupations for further exploration

| Job Zone | Occupation | Occupation | Occupation |
|----------|------------|------------|------------|
| 1        |            |            |            |
| 2        |            |            |            |
| 3        |            |            |            |
| 4        |            |            |            |
| 5        |            |            |            |

## Occupation Research

| Occupation | Low range of pay | Average pay | Upper range of pay | Education/Training Required | General Occupational Outlook | Local Projected Openings |
|------------|------------------|-------------|--------------------|-----------------------------|------------------------------|--------------------------|
|            |                  |             |                    |                             |                              |                          |
|            |                  |             |                    |                             |                              |                          |
|            |                  |             |                    |                             |                              |                          |

## Informational Interviewing

| Occupation | Person to observe: Name, Title, Contact Information | Informational Interview/ Job Shadowing Scheduled or Conducted? (Yes or No) | Rate the results:<br>1 – not interested<br>2 – need more information<br>3 – very interested |
|------------|---|--|---|
|            |   |  |   |
|            |   |  |   |
|            |   |  |   |

## Goal-Oriented Plan – Part 1 – Goals leading to Targeted Career Choice

| Long Term Career Goal | Objectives/Short term goals relevant to long term goal | Actions Required | Constraints/Challenges | Who can help? (Resources) | Target date & Review date |
|-----------------------|--|------------------|------------------------|---------------------------|---------------------------|
|                       |  |                  |                        |                           |                           |
|                       |  |                  |                        |                           |                           |
|                       |  |                  |                        |                           |                           |
|                       |  |                  |                        |                           |                           |

## Goal Oriented Plan – Part 2 – Skills Identification/Enhancement

| Skills Assessment/Strengths | Goals to enhance strengths | Key Actions to Build Strengths | Who can help/ resources needed? | Target date & Review date | Include Example in Portfolio? √ |
|-----------------------------|----------------------------|--------------------------------|---------------------------------|---------------------------|---------------------------------|
|                             |                            |                                |                                 |                           |                                 |
|                             |                            |                                |                                 |                           |                                 |
|                             |                            |                                |                                 |                           |                                 |
|                             |                            |                                |                                 |                           |                                 |

## WHAT'S MY NEXT MOVE?